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A. Cover Page and Authorized Signatures

State: Arizona

State Agency Name: Arizona Department of Economic Security

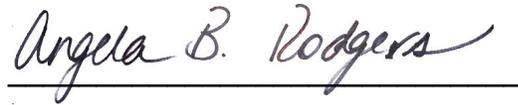
Federal FY: 2024

Date Submitted to FNS (revise to reflect subsequent amendments):

List State agency personnel who should be contacted with questions about the E&T State plan.

Name	Title	Phone	Email
Lynn Larson	Deputy Assistant Director	(602) 542-2261	llarson@azdes.gov
Chevera Trillo	Workforce Development Administrator	(480) 487-7806	ctrillo@azdes.gov
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Crystal Newman	Statewide Programs Manager	(480) 578-2296	cnewman@azdes.gov

Certified By:



State Agency Director (or Commissioner)

October 20, 2023

Date

Certified By:



State Agency Fiscal Reviewer

10/10/2023

Date

B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

a) Table B.I. Amendment Log

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in the description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

C. Acronyms

State agencies may consider including acronyms for the SNAP State agency, SNAP E&T Program name, State’s management information system, and SNAP E&T providers or contractors.

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult Without Dependents <i>SNAP recipients who are limited to receiving SNAP benefits for any three months within a 36-month period, unless they meet the ABAWD work requirement or a qualifying exemption.</i>
ADCRR	Arizona Department of Corrections, Rehabilitation and Reentry <i>The Arizona Department of Corrections, Rehabilitation and Reentry is responsible for the incarceration of inmates in Arizona’s State-run prisons. ADCRR supports inmate accountability and successful reintegration into the community. ADCRR partners with ADES to provide effective supervision for the individuals being released from prison.</i>
ADES	Arizona Department of Economic Security <i>The administrative and fiscal agent responsible for Arizona's SNAP E&T services.</i>
AJC	Arizona Job Connection <i>Arizona’s labor exchange system; an internet-based case management and job search engine used throughout the ADES workforce development system.</i>
AMS	Arizona Management System <i>Continuous improvement management system utilized by the State of Arizona, to reduce waste and bring better value to customers. AMS is based on Lean Management principles.</i>
AZTECS	Arizona Technical Eligibility Computer System <i>Case management system used by FAA eligibility worker staff.</i>
BST	Business Services Team <i>Team that supports employers with placing their job listings, reviews job skills and the experiences of applicants, and refers best qualified applicants to employers with positions to fill.</i>
CNAP	Cash and Nutrition Assistance Policy <i>Policy manual utilized by FAA eligibility worker staff.</i>
DBME	Division of Benefits and Medical Eligibility <i>ADES division that administers SNAP.</i>
DCC	Division of Child Care <i>The Division of Child Care (DCC) provides child care assistance to eligible families who participate in employment activities and specific education and training activities related to employment by providing financial support intended to offset a portion of child care costs</i>

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DERS	Division of Employment and Rehabilitation Services <i>ADES division that administers Arizona's SNAP E&T services called SNAP CAN.</i>
ECDP	Employment and Career Development Plan <i>Written plan completed during the initial intake appointment with SNAP CAN. The ECDP outlines strategic and incremental steps to achieve identified employment goals.</i>
FAA	Family Assistance Administration <i>DBME administration that determines eligibility for SNAP benefits.</i>
FBOA	Finance and Business Operations Administration <i>The Fiscal administration within DERS.</i>
FFY	Federal Fiscal Year <i>The accounting period for the federal government, which begins on October 1st and ends on September 30th.</i>
FNS	Food and Nutrition Service <i>A federal agency within the USDA responsible for administering the nation's domestic Nutrition Assistance Programs.</i>
GUIDE	General Unemployment Insurance Development Effort <i>DERS' Unemployment Insurance (UI) system for UI Wages.</i>
ITCA	Inter-Tribal Council of Arizona <i>Non-profit that provides technical assistance and training to tribal governments in Program planning and development, research and data collection, resource development, management and evaluation. ITCA organizes and conducts seminars, workshops, conferences and public hearings to facilitate the participation of tribal leaders in the formulation of public policy at all levels.</i>
ITO	Indian Tribal Organization <i>Tribal governments or agencies of tribal governments, which are therefore public organizations.</i>
JAS	Jobs Automated System <i>DERS Programs' case management and tracking system.</i>
JVSG	Jobs for Veterans State Grants <i>Grant that provides federal funding to state workforce agencies that provide individualized career and training-related services to veterans and employers.</i>
LMI	Labor Market Information <i>Data about employment by location and occupation, labor supply and demand, earnings, unemployment, and demographics of the labor force make up what is known as LMI.</i>
LWDA	Local Workforce Development Area <i>Geographic area designated by the Governor for the administration of services under Title I, WIOA. Factors that are considered in designating LWDA's include geographic location, population, and commonality of labor market areas.</i>
LWDB	Local Workforce Development Board <i>Board that directs federal, state, and local funding to workforce development programs for a specific LWDA. Also oversees the American Job Centers, where job seekers can obtain employment information, explore career development training opportunities, and connect</i>

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	<i>to various programs in their area.</i>
NA	Nutrition Assistance Program (Arizona’s name for SNAP) <i>Formerly known as food stamps, NA is Arizona’s Food and Nutrition Service (FNS) Supplemental Nutrition Assistance Program (SNAP). This federal program is administered by Division of Benefits and Medical Eligibility (DBME) offering nutrition assistance to eligible low-income individuals and families. website</i>
OTR	Office of Tribal Relations <i>ADES Office that coordinates Tribal Government Consultation Policy and Procedures.</i>
PAS	Participant Activity Spreadsheet <i>ADES-approved document used by the Contractor to record specific information on each SNAP CAN participant who is served during each calendar month.</i>
QAIA	Quality Assurance and Integrity Administration <i>DERS’ quality assurance administration.</i>
R&A	Research and Analysis <i>DBME specialized research and analysis team that completes various supportive eligibility tasks.</i>
RRP	Refugee Resettlement Program <i>The Arizona Refugee Resettlement Program (RRP) supports and advances successful refugee resettlement in the United States through the coordination of public and private resources that best enable refugees to be firmly established on the path to success and well-being.</i>
SCSEP	Senior Community Service Employment Program <i>Community service and work-based job training program for older Americans.</i>
SNAP	Supplemental Nutrition Assistance Program <i>Federal program that provides nutrition benefits to supplement the food budget of needy families, promoting the purchase of healthier foods and assisting participants to move forward toward self-sufficiency.</i>
SNAP CAN	SNAP Career Advancement Network <i>Each state administers its own SNAP Employment and Training (E&T) Program. The state of Arizona’s SNAP E&T program is called Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) and is administered by the Division of Employment and Rehabilitation Services (DERS) within the Department of Economic Security (DES)</i>
SNAP CAN Provider	A community-based organization (CBO), Non-Profit Organization (NPO), technical or community college or vocational school contracted with DERS to provide E&T services to SNAP recipients. Current SNAP CAN Providers can be found online .
SNAP E&T	Supplemental Nutrition Assistance Program Employment and Training <i>Employment and training services that help SNAP participants gain skills and find work that moves them forward to self-sufficiency.</i>
TANF	Temporary Assistance for Needy Families <i>A federal assistance program that provides families with financial assistance and related support services.</i>

UI	Unemployment Insurance Benefits <i>Cash benefits payable to individuals with respect to their unemployment.</i>
USDA	United States Department of Agriculture <i>Federal agency that oversees programs and implements policies and regulations related to American farming, forestry, ranching, food quality, and nutrition.</i>
VR	Vocational Rehabilitation <i>DERS' Rehabilitation Services Administration Program administers a series of services that are designed to facilitate the entrance into or return to work by people with disabilities or by people who have recently acquired an injury or disability.</i>
WDA	Workforce Development Administration <i>DERS administration oversees a variety of workforce development programs.</i>
WIOA	Workforce Innovation and Opportunity Act <i>Federal Act that builds greater coordination of federal workforce development and related programs with its system of one-stop centers. WIOA helps job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.</i>

State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State's management information system, and SNAP E&T providers or contractors.

D. Assurances

By signing on the cover page of this document and checking the boxes below, the State agency Director (or Commissioner) and financial representative certify that the below assurances are met.

b) Table D.I. Assurances

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>

Check the box to indicate you have read and understand each statement.	Check Box
V. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

c) Table D.II. Additional Assurances

The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.	Check Box
I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))	<input type="checkbox"/>
II. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	<input checked="" type="checkbox"/>

E. State E&T Program, Operations, and Policy

I. Summary of E&T Program

- a) Provide the vision and mission of the State E&T program. In addition, describe how your State agency’s E&T program meets the purpose of E&T which is to: 1)

increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

Vision and Mission of State E&T Program:

The Supplemental Nutrition Assistance Program (SNAP) Career Advancement Network (CAN), referred to as SNAP CAN, is informed and guided by the Arizona Department of Economic Security (ADES) overarching mission and vision, and supported by the Division of Employment and Rehabilitation Services (DERS) Mission.

ADES Mission: To strengthen individuals, families and communities for a better quality of life

ADES Vision: A thriving Arizona

DERS Mission: DERS strengthens Arizona communities by bridging and minimizing gaps to employment and independence.

Matching Goals: Provide temporary assistance to Arizonans in need while they work toward greater economic independence.

Increase SNAP participants ability to obtain employment:

SNAP CAN leverages existing Employment and Training (E&T) expertise by partnering with local Community-Based Organizations (CBO), Non-Profit Organizations and Community Colleges, contracted to deliver allowable E&T services to SNAP recipients. SNAP CAN Providers meet participants where they are and provide meaningful, intentional opportunities toward career pathways to achieve economic independence with living-wage employment.

SNAP CAN Providers have the flexibility to design services that will achieve these results. These service components of education, supervised job search, job readiness, vocational training, and other supportive services are designed to enable individuals to achieve SNAP CAN's objective. Services are available statewide both virtually and in person.

SNAP CAN Providers meet absolute priorities:

- Provide ongoing case management services to each participant enrolled in SNAP CAN. The effectiveness of case management services relies heavily on the communication and relationship between the case manager and the participant. The case manager role includes mentoring and modeling.
- Assist participants in at least one service component to achieve quality employment and economic independence.
- Coordinate services and activities to avoid duplication of other public and community services.
- Provide reasonably necessary support services.

Meeting State and local workforce needs:

The Arizona Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Program provides funding, support, growth opportunities, community networking, and coaching, to third-party partner organizations, opening up more opportunities through intentional program development and design. Arizona SNAP CAN Providers have deep knowledge of local workforce needs

and have developed relationships with employers to help ensure individuals successful work after completing training and education. Providers concentrate on employment through:

- Education and work-related activities that lead to employment;
- Encouraging participants to pursue career pathways to achieve living-wage employment through local labor-market-relevant training and education;
- Collaboration with local employers to ensure employment post education and/or training;
- Integration with Arizona workforce partners and Workforce Innovation and Opportunity Act (WIOA) system; and
- Reducing barriers to employment and program participation through participant reimbursements.

b) Is the State's E&T program administered at the State or county level?

The Arizona SNAP E&T Program is administered at the state level.

c) (For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

N/A

d) Provide the geographic areas of the State where the E&T program operates, and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

SNAP CAN is a volunteer program with services available statewide both virtually and in person.

e) Provide a list of the components offered.

The state of Arizona offers the following components:

- Vocational Training;
- Basic/Foundational Skills Instruction;
- English Language Acquisition;
- Supervised Job Search;
- Job Search Training/Readiness; and
- Job Retention.

f) Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

All policy resources for the state of Arizona's SNAP E&T Program (SNAP CAN) are found [here](https://des.az.gov/snapcan-provider-resources).
<https://des.az.gov/snapcan-provider-resources>

II. Program Changes

Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).

- a) Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

For Federal Fiscal Year (FFY) 2024, Arizona intends to work on expansion efforts focused on adding providers, reducing barriers, and leveraging partnerships.

Program Changes

- Head Start Pilot Program
 - In FFY 2024, Arizona will continue to pilot the [referral program with Head Start](#), to implement cross referrals with our CBO's and Community College providers.
 - Outcomes will be measured through surveys collecting qualitative and quantitative data.
 - Individuals receiving SNAP should be given the opportunity to engage employment services and improve their career prospects without having to worry about care for their children. Head Start Programs promote the school readiness of infants, toddlers, and preschool-aged children from at-risk families. Services are provided in a variety of settings including centers, family childcare, and childrens' own homes. While all SNAP recipients are eligible to participate in Head Start Programs, this pilot will provide individuals receiving SNAP CAN services with direct referrals from SNAP CAN Providers to local Head Start Programs, and offer information and assistance regarding the application process. In turn, Head Start Programs can also refer SNAP recipients to local SNAP CAN Providers so that they may take advantage of employment and training services available to them. Both organizations are strongly committed to the shared goal of increasing participation, program completion, and promoting overall success for Arizona families.
- Community College Providers
 - Pima Community College (PCC) in Tucson is a new SNAP CAN Provider and will hold the intermediary contract for several community colleges beginning in FFY 2024. Interested community colleges to join PCC as a subcontractor or vendor include Mesa, Paradise, Gateway, Rio Salado, Phoenix, Chandler, Coconino, and Mohave Community Colleges.
 - Maricopa Community Colleges are mid-contract with an approved Service Description and are expected to be PCC's subcontractor or vendor by the start of FFY 2024.
 - Northland Pioneer College is a new SNAP CAN Provider and has nine locations across rural Arizona and is a tribal serving institution. Northland Pioneer College is also eligible for 75 percent reimbursement and is SNAP CAN's first tribal provider. As a federal designated Native American-Serving Non-Tribal Institution, Northland Pioneer College served 28.5 percent Native American students. The majority of these Native American students live on reservations, as Northland Pioneer College provides educational centers on three different reservations: Navajo, Hopi, and White Mountain Apache.
- New CBO Providers

- In FF 2024, Young Women’s Christian Association, Desert Hope, and Compass Affordable Housing will be providing SNAP E&T services. All were extended contract offers in FFY 2023 and are in varied stages of onboarding.
- Increase Tribal Consultations
 - In preparation for the FFY 2024 SNAP CAN State Plan, our tribal consultation process was expanded to four sessions from one.

New Initiatives

- New Report Submission Process
 - In FFY 2024, SNAP CAN Providers will be able to select a new method of report submission by uploading a flat file export to a Secure File Transfer Protocol (SFTP) site instead of sending Participant Activity Spreadsheet (PAS) reports via email on Microsoft Excel.
 - This change will take time for the DERS Information Technology (IT) Department to implement with each provider through numerous system changes needed on the providers side. Once complete, this new process will save time for all staff involved, State and provider, while increasing data security and integrity.
- Increase efforts to increase participation and providers in rural areas.
- Create a training module for providers through working with our internal Office of Professional Development.

b) Highlight any changes from above that the State agency is making to the E&T program based on the prior year’s performance, for instance changes made as a result of E&T outcome and participation data.

Many of the changes this year are due to direct efforts put in place in FFY 2023. For example, last year, one of the state’s new initiatives was to “increase efforts to ensure access to childcare”. This year, the state is piloting a new referral process in direct partnership with Arizona’s Head Start Association. This partnership will provide the opportunity for both organizations’ providers to initiate cross referrals for families and SNAP recipients.

Another item on our list for new initiatives last year was “SNAP CAN staff, along with Arizona’s community colleges are working together with NSC on a technical assistance project to partner with Arizona’s community colleges in SNAP E&T services”. Through the work completed last year, the state has extended three contracts to community colleges to provide services with one being an intermediary.

SNAP CAN also changed the due date of reports from the 15th to the 10th to improve reporting and turnaround. This change has been extremely successful and beneficial for DERS IT, Program and Fiscal. Each month has seen greater improvement regarding any data discrepancies that need to be resolved. This has resulted in a time savings for DERS IT which has led to designing the new SFTP site and submission process.

III. Consultation and Coordination with the Workforce Development System

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide

workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and nonprofits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

- a) **Consultation with State workforce development board:** Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).

State agency consulted with employers in lieu of the workforce development board in FY 2023. DERS actively engages with the Workforce Arizona Council (WAC) and Arizona Local Workforce Development Area (LWDA) boards by attending meetings and taking part in the WIOA State Plan Development.

- b) **Consultation with employers:** If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

Through Arizona's workforce development system, ARIZONA@WORK, ADES administers services to the business community. The ADES Business Services Team (BST) includes Wagner-Peyser BST, Reentry Employer Coordinators, Jobs for Veterans State Grants (JVSG) Local Veteran Employment Representatives, Vocational Rehabilitation (VR) Employer Coordinators, and leadership. One of ADES's responsibilities is assessing and meeting employer needs. Strong partnerships with the 12 Local Workforce Development Area BSTs (Workforce Innovation and Opportunity Act [WIOA] Title IB) combined with regular consultation meetings provide continued opportunities for obtaining advice on how to develop the E&T Program. The information both provided and gathered from these events includes Labor Market Information (LMI), industry and employer feedback, current roadblocks, and best practices. Through these avenues and inputs, Arizona's SNAP E&T services and strategies are influenced.

SNAP CAN staff attend regularly scheduled meetings to seek information, advice, and feedback from employers. There is opportunity in these meetings to have discussions and confer with employers. The

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combination of information from attending workforce development meetings and meetings with employers provides well-rounded knowledge used to inform the SNAP CAN Program, providers, and staff. The following information documents work with employers and the private sector as a whole:

- ARIZONA@WORK Statewide Business Services meetings are conducted weekly, on Wednesday mornings, January - December, at 8:30 AM, through Zoom. These meetings were conducted by the ADES Business Service Team with a new theme introduced each month, ranging from manufacturing to entertainment, travel and leisure, technology, and more. An economist presents on the state of Arizona's economy, unemployment rate, and growing labor market sectors.

Employers discuss their objectives on how they are broadening the scope of their industry, how their industry impacts their local area, and how their industry impacts the rest of the state. Employers present on any challenges and how they are overcoming those challenges. Consulting employers monthly is more efficient in hearing from various statewide industry leaders with the option to ask direct questions on how the SNAP CAN Program can contribute to their objective for the year or future opportunities. This approach allows, in lieu of consulting workforce development board, SNAP CAN to consult with more employers throughout the year on how the program can contribute to their objective.

October 5, 2022 by Zoom- Arizona Commerce Authority, Robert Theobald
October 19, 2022 by Zoom - Arizona Office of Economic Opportunity, Rachel
November 9, 2022 by Zoom - Marriott Hotels, Nancy Stanford
November 16, 2022 by Zoom - Cyracom, Natalie Albelais
December 14, 2023 by Zoom - Oracle, Tobi
February 9, 2023 by Zoom - Honeywell Aerospace, Brian Baker
February 15, 2023 by Zoom - The Moreno Team, Marcos Moreno
February 22, 2023 by Zoom - Titan Engineered Solutions, Dwayne Gibson
March 1, 2023 by Zoom - CoreCivic, Joe
March 15th by Zoom - The Scion Group, Mia Sanchez
March 22nd by Zoom - Logicalis, Cheryl Kaufman
March 29, 2023 by Zoom - AT&T, Jorge Rocha
April 26, 2023 by Zoom - Edmund Optics Inc., Leo Verdugo
June 7, 2023 by Zoom - Arizona Office of Economic Opportunity, Eddie
July 19, 2023 by Zoom - Quail Construction, Jennifer Dworsky and Time Hoague
September 13, 2023 by Zoom - Abrazo Health, Jorge
September 20, 2023 by Zoom - Orascom Construction, Terell

The input from these meetings, along with LMI is shared with SNAP CAN Providers and utilized by the Workforce Development Administration when developing strategies to serve SNAP recipients. SNAP CAN Providers help participants find a career— not just a job— by focusing on high-growth fields, such as health care and technology, with the goal of increasing participants' upward economic mobility. Credentials available to participants may include ServSafe Manager Certification, Training Garage Certification, Grow with Google Certifications, and degrees in high-demand occupation disciplines based on Science, Technology, Engineering, and Mathematics competencies. Consultations resulted in understanding high-growth fields and new credential opportunities to guide onboarding of new providers like community colleges. Hearing how employer industries impact their local area resulted in an increased effort to onboard providers in rural areas. The input received from employers is in line with the State's strategies and objectives and the result of employer consultations complimented the strategies that are set by the WAC.

Coordination

Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.

- c) **Special State Initiatives:** Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

N/A

- d) **Coordination with title I of WIOA:** Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

ADES is designated as the fiscal and administrative agency for three of the four core partners: WIOA Title I Adult, Dislocated Worker, and Youth Programs; WIOA Title III Wagner-Peyser Employment Service; and WIOA Title IV VR.

The Workforce Arizona Council oversees the efficiency, accessibility, and continuous improvement of Arizona's workforce system.

ARIZONA@WORK partners and key stakeholders evaluate and build upon the work already accomplished in Arizona. Partners recognize the need for specific strategies to recruit Out-of-School youth, persons with disabilities, individuals with Limited English Proficiency, individuals who are basic-skills deficient, low-income individuals, and other populations with barriers to employment including SNAP recipients.

- e) **WIOA Combined Plan:** Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

Yes

No

- f) **TANF/GA Coordination:** Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

N/A

- g) **Other Employment Programs:** Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

The mission of DERS is to drive economic opportunity by connecting job seekers and employers in meaningful employment, minimizing and bridging employment gaps, and promoting family success both today and into the future. Through the services provided by DERS and its workforce partners, clients can locate and retain suitable jobs and build sustainable careers.

DERS can increase collaboration with a network of other employment and training-related programs offered under the Division by partnering with effective workforce development programs to assist in the increase of employment outcomes and prevent duplications of effort. Through the Arizona Management System (AMS), regularly scheduled reflection meetings are held to enable DERS Programs to share information, identify gaps that can be supplemented by another program, and coordinate employment-related services. There are multiple workforce programs that are housed under DERS, such as the Temporary Assistance for Needy Families (TANF) Jobs Program, the Senior Community Service Employment Program, Wilson Fish TANF Coordination/TANF Refugee, VR, Reentry, WIOA Title IB, Trade Adjustment Assistance, Reemployment Services and Eligibility Assessment Program, and the JVSG Program. As a result, there is an opportunity to conduct information sharing and to develop links between SNAP CAN and other ADES/DERS employment programs, when applicable, to provide services to meet the unique barriers and employment goals of SNAP participants.

As an example, ADES and the Arizona Department of Corrections, Rehabilitation and Reentry collaborate and deliver comprehensive support services to those inmates, nearing release, who are most likely to recidivate. Second Chance Centers provide inmates with an eight-week program designed to prepare them for re-entry into their communities and the workforce. Video conference presentations are set up between inmates and SNAP Program eligibility representatives to discuss SNAP Program benefits and opportunities available once they are released. SNAP CAN Providers are involved in the Second Chance Centers, providing services and resources. In addition to Arizona's Second Chance Centers, reentry employment services are also available, post-release, in the Native Health Central Office, parole offices, reentry centers, and ADES ARIZONA@WORK offices throughout the state. ADES and ARIZONA@WORK employment counselors provide no-cost job readiness services such as resume assistance, interview preparation, job search assistance, registration in the Arizona Job Connection system, and at onsite hiring events with local employers, to help job seekers overcome barriers to employment. Employment counselors involved in Community Based Reentry Services (post-release) (parole, community locations) are trained in SNAP E&T services. When it is necessary to coordinate multiple services to meet the needs of the client, a direct referral is made to a SNAP CAN Provider.

IV. Consultation with Indian Tribal Organizations (ITOs)

State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.

- a) Did the State agency consult with ITOs in the State?

- Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*
- No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*
- Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

b) Name the ITOs consulted.

Consultation with ITOs, regarding the FFY 2024 SNAP E&T State Plan, SNAP CAN opportunities, participation requirements, and more were discussed in four separate listening sessions and a tribal informational forum. The listening sessions took place on May 23rd, June 1st, June 22nd, and June 28th, all in 2023. The Tribal Informational Forum also took place on June 28, 2023. All meetings were coordinated by the OTR, and included participation from program divisions within ADES. Video conferencing technology Zoom was used to conduct a consultation to accommodate ITO participant needs. The following ITOs participated in these meetings:

- Ashley Charles, Adult Case Manager - Ak-Chin Indian Community;
- Renay Tennison, RN/Case Manager/PRC - Fort McDowell Yavapai Nation;
- Tona TreeTop, Gila River Indian Community;
- Chriscelia James, Child Support Regional Manager - Navajo Nation;
- Marissa McMullin, Social Worker - Pascua Yaqui;
- Gwendolyn Begaye, Supervisor - Salt River Pima-Maricopa Indian Community;
- Katie Casanova, Director of Clinical Services - Tohono O'odham Nation;
- Michael Tate, Tribal Relations Administrator and Stanita Thompson, Foster Care Caseworker - White Mountain Apache Tribe; and
- Mary Weston, Program Manager - Inter Tribal Council of Arizona.

c) **Outcomes:** Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

By increasing direct communications with ITOs, ADES is better able to solicit and incorporate recommendations provided by tribal leadership to meet the needs of tribal members in accordance with 7 CFR § 272.2(b)(1) and (e)(7). Pursuant to ADES Tribal Government Consultation Policy (ADES 1-92-03) and Tribal Government Consultation Procedures (ADES 1-92-03-01), ADES is required to schedule and conduct regular Tribal Government Consultation with tribal leadership to share information, work collaboratively, and identify mutual action to address the needs of tribal members and communities. This policy provides a structured means to promote healthy government-to-government relations between ADES and the 22 distinct tribal nations within Arizona. In FY 2023, there were no recommendations or action items.

Information provided by ADES during the Tribal Listening Sessions and Tribal Consultation addressed portions of the SNAP E&T State Plan that pertain to the special needs of tribal nations and individual tribal members, including the provision of statewide SNAP E&T services. SNAP CAN, in partnership with ADES, has taken action to increase communication with tribes, tribal affiliate entities (i.e., Inter-tribal Council of Arizona), and other entities serving potential Native American clients (e.g., community colleges) regarding SNAP CAN programming, including discussions regarding SNAP CAN participation eligibility, access

channels, and Provider requirements. These discussions have occurred at required Tribal Government Consultation meetings pursuant to ADES policy, Tribal Informational Forums for community-based outreach purposes, and other business meetings. Tribal members who are eligible for SNAP and who reside on- or off-reservation may volunteer for SNAP E&T services and receive the benefits and services outlined in this State Plan. Tribal organizations that choose to provide E&T services through Arizona FFY 2024 SNAP E&T have the opportunity to be reimbursed by Food and Nutrition Service (FNS) at 75 percent for the services they would provide as a Provider under SNAP CAN.

As a result of collaboration efforts with Tribes, SNAP CAN has prioritized organizations that provide both rural and wrap around services. This year SNAP CAN will contract with its first tribal serving provider, Northland Pioneer Community College. They are a tribal serving institution with nine locations across rural Arizona. As a provider in a rural area, they understand that they are not just a community college, but a source of many resources including childcare, transportation, clothing, health care, and more. Northland Pioneer is eligible for 75 percent reimbursement which we will be seeking this year.

- d) **Enhanced reimbursement:** Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

Yes

No

V. Utilization of State Options

State agencies have the flexibility to implement policy options to adapt and meet the unique needs of State populations. Check which options the State agency will implement.

- a) The State agency operates the following type of E&T program (*select only one*):

Mandatory per 7 CFR 273.7(e)

Voluntary per 7 CFR 273.7(e)(5)(i)

Combination of mandatory and voluntary

- b) The State agency serves the following populations (*check all that apply*):

Applicants per 7 CFR 273.7(e)(2)

Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)

Categorically eligible households per 7 CFR 273.2(j)

- c) Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?

- Yes
- No

VI. Characteristics of Individuals Served by E&T

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

- a) Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States that run all-voluntary E&T programs would note that they exempt all work registrants.)

Arizona operates a voluntary E&T Program and exempts all work registrants from E&T participation.

- b) How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

N/A

- c) What are the characteristics of the population the State agency intends to serve in E&T (e.g. target population)? This question applies to both mandatory and voluntary participants.

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents

- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas
- Other: Click or tap here to enter text.

VII. Organizational Relationships

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.

The following questions are about how the E&T program is structured in your State agency.

- a) Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

Division Relationships

DEERS and DBME are the two divisions within ADES who closely collaborate to implement Arizona's SNAP E&T services.

DEERS

DEERS staff assigned to the SNAP CAN Program oversee that SNAP CAN third-party providers are meeting SNAP E&T policies, procedures, and guidelines. DEERS also oversees data collection, establishes and develops E&T policies, trains providers, manages contracts, manages program financials, and measures programmatic success with SNAP CAN Providers.

DBME

DBME establishes policies, procedures, and guidelines for the Nutrition Assistance (NA) Program. DBME is responsible for tracking and providing data on Able-Bodied Adult Without Dependents (ABAWD) and work registrants. Family Assistance Administration (FAA) Eligibility Workers within DBME determine NA eligibility and screen NA applicants and recipients for work registration and referral to E&T services.

- b) How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?

Every three months a formal meeting between DERS and DBME is conducted, inclusive of representatives from the policy and systems teams for both divisions. This quarterly meeting is an opportunity to share updates, changes, programmatic progress, and more. Policy updates are provided as well.

In addition to this formal meeting, DERS and DBME teams are encouraged to remain in constant contact via email, chat, and phone, as needed, for programmatic matters.

c) Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

Jobs Automated System (JAS) System

SNAP CAN utilizes a data-heavy and analytical report called the PAS. Each month, SNAP CAN Providers supply DERS with a detailed report on the individuals they served, their activities, hours, employment, and expenses, along with any updates on individuals who received certifications, graduated, or completed the program and gained employment. Each report is reviewed by SNAP CAN staff for accuracy and then uploaded to the JAS. The JAS logs the information on the PAS, and then runs an automated SNAP benefits eligibility check for all individuals on the PAS. This is done by JAS syncing with the Arizona Technical Eligibility Computer System (AZTECS) to reduce email and phone communication between providers and SNAP CAN staff by allowing the systems to confirm eligibility and log data provided.

The PAS Report also assists with:

- Notifying SNAP CAN staff when an individual moves from one provider to another or is referred to another provider. Since SNAP CAN Providers are required to report on any SNAP CAN individual they serve, each month SNAP CAN staff are informed of which provider a client is working with and when they move to a different provider.
- Assisting internal staff to identify if any SNAP CAN Providers need additional coaching, guidance, or help with outreach. The SNAP CAN staff may schedule additional partner training, provide more informational materials, or visit the SNAP CAN Provider's location in person to assess how the SNAP CAN staff can help get them back on track. Every month the state is aware of and is monitoring individuals served in the program, their activities, and the organization they are working with. When a client stops participating in E&T, staff are notified via the PAS Report submitted monthly. Arizona's program is voluntary, however, DERS tracks when individuals are no longer participating in the program.

AZTECS System

DBME includes work registrants and volunteer participants, whom they have screened as appropriate to refer to E&T services, on the Tableau Referral Report. SNAP CAN Providers can access this report and search for a participant using participant data (e.g., name, social security number, date of birth, etc.) to confirm that they have been referred to SNAP CAN.

2. If the State uses an MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

DBME utilizes the AZTECS System, which stores federal work exemptions, ABAWD and work registrant data, determinations of participants ill-suited for E&T services, and participant referral determinations, including volunteer referrals, to SNAP CAN. AZTECS also stores any instances of non-compliance with federal work requirements and subsequent disqualifications.

DERS utilizes the JAS system, the database that collects all information for SNAP E&T services, and the UI Wage GUIDE system.

DERS and DBME systems interact with each other.

3. Describe how the State agency shares new policies, procedures, or other information with the intermediary or other E&T partners.

To share changes in SNAP CAN, communication with SNAP CAN Providers is most often conducted via email. Emails often detail specifics on any changes including, but not limited to a policy memo, a timeline for changes, and the next steps for the providers. If the program or policy change is significant, an Informational Broadcast or Policy Bulletin will be sent, and changes will be discussed in one of the recurring mandatory Quarterly Partner Meetings.

If a SNAP CAN Provider is experiencing difficulties in understanding the program changes, SNAP CAN staff will conduct 1:1 meetings to assist. Before the meeting occurs, the SNAP CAN Provider is asked specific questions related to their issue, in case additional support assistance is needed by another ADES division, ADES staff will attend the meeting to answer questions.

4. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

SNAP CAN Provider monitoring and evaluation is coordinated with the SNAP CAN Staff, DERS Quality Assurance and Integrity Administration (QAIA) and DERS Finance and Business Operations Administration (FBOA), to ensure integrity over SNAP CAN.

SNAP CAN Staff

SNAP CAN staff are required to conduct no less than six 1:1 meetings with their providers annually, in addition to no less than two in-person visits to the provider's location yearly. SNAP CAN staff follow a standard template to guide their 1:1's. This template requires staff to review the provider's

caseload, job placement rates, average wage, invoices, and if participant reimbursements are being utilized. SNAP CAN staff must evaluate the provider's current year-to-date spending and confirm whether or not a provider is within ten percent of their projected spending. Additionally, the template asks if there have been any significant changes to the provider's program, whether or not the provider has any barriers to their success, if the provider needs any assistance with the program, and if the provider has any client success stories to share.

Additionally, at a minimum of every five years or when a significant programmatic change occurs, providers are required to submit a detailed service description that surveys all parts of their program. This detailed service description includes, but is not limited to, the program summary, objectives and goals, geographic areas served, number of staff members dedicated to E&T, target population(s), intake and assessment processes, case management tools used, the frequency of case management, components offered, component detail, and participant reimbursements offered.

SNAP CAN staff also send out the policy manual annually and conduct a policy manual review meeting, with providers' attendance as mandatory. This ensures that providers are up to date on all current policies and procedures.

QAIA

QAIA monitors SNAP CAN through continuous evaluation and monitoring activities. QAIA conducts case record reviews using a random sampling methodology and reviews cases for evidence that demonstrates adherence to program policies. QAIA provides written notice to the SNAP CAN Providers which contains further instructions for the provider and which list evaluation criteria.

FBOA

FBOA conducts an annual fiscal review. All SNAP CAN Providers are subject to the programmatic and fiscal monitoring requirements to ensure accountability of the delivery of all goods and services, as required under the Federal Single Audit Act.

FBOA will review supporting documentation for selected invoices and expenditures, to ensure that they are allowable and allocable per the Cost Principles at 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The review will also ensure compliance with applicable Grant Terms and Conditions and State Policy. FBOA provides written notice and further instruction to the provider 45 days prior to the evaluation date.

5. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

The State of Arizona utilizes multiple data points to evaluate the performance of SNAP CAN Providers. Each month SNAP CAN Providers report on each individual who is participating in SNAP E&T services. The data is then used to track third-party partner performance on a monthly, quarterly, and annual basis. Each month the overall caseload, job placements, average wage for new job placements, individuals receiving job retention services, and the number of professional certifications completed (e.g., ServSafe Manager, Commercial Driver's License, medical assistant, etc.) are monitored. The overall totals for the program and for individual third-party partners are closely tracked, so discussions occur to ensure SNAP CAN Providers are meeting the program goals of SNAP recipients gaining skills and training to assist in meaningful job placements and/or furthering careers.

VIII. Screening for Work Registration

State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).

- a) Describe how the State agency screens applicants to determine if they are work registrants.

At the initial or recertification interview, the FAA Eligibility Worker must screen all NA participants aged 16 to 59 for a work requirement exemption. A participant aged 16 or 17 is exempt only when they are the non-NA Lead Participant, attending school at least half-time, or enrolled in an employment training program at least half-time.

A participant may qualify for more than one NA work requirement exemption. When this occurs, the FAA Eligibility Worker would apply the exemption reason that allows the participant an exemption for the longest period of time.

The FAA Eligibility Worker applies NA work requirements exemptions as follows:

- A participant who is responsible for the care of a dependent child under the age of six. Only one parent or budgetary unit participant can be exempt using this code.
- A participant who is mentally or physically unfit for work and incapable of engaging in gainful employment.
- A participant who is either an inpatient or outpatient, and taking part in a drug or alcohol treatment or rehabilitation program.
- A participant who meets one of the following employment criteria:
 - Employed or self-employed for a minimum average of 30 hours weekly.
 - Employed with averaged weekly earnings that equal or exceed an amount that is 30 hours multiplied by the Federal Minimum Wage.
- A participant responsible for the care of an incapacitated person
- A participant who is eligible for the Refugee Resettlement Program (RRP) or subject to the work or training programs provided by the RRP's private sector or the Refugee Job Service.
- A participant who is subject to mandatory participation in a Cash Assistance (CA) Tribal Native Employment Works Program or a Tribal TANF Employment Program.
- A participant who is an eligible student enrolled in any recognized school, including training programs, or institutions of higher education at least half-time as defined by the institution.
- A participant who is currently receiving Unemployment Insurance (UI), who has applied for but who is not yet receiving UI when the participant is required to register for work with the Job Service office as part of the UI application process, or who is appealing a UI decision.
- Participants who are participating in the CA (TANF) Jobs Program.

Corresponding exemption codes for each participant are entered into the AZTECS system. Any participant who does not meet one of these NA work requirement exemptions is determined to be a work registrant.

- b) How does the State agency work to register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

During the initial or recertification interview the FAA Eligibility Worker must register the budgetary unit participants for work, unless exempt from the NA work requirements.

The *Nutritional Assistance (NA) Work Registration* (FAA-1786A) form includes detailed information about the NA work requirements. The FAA-1786A must be used during the interview to explain the NA work requirements.

The FAA Eligibility Worker notates the case file by keying the appropriate work registration code or exemption for each household member in the AZTECS system.

c) At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

The FAA-1786A includes detailed information about the NA work requirements. The FAA Eligibility Worker uses the FAA-1786A during the initial and recertification interview, and when a change is reported that causes the participant to no longer be eligible for a work exemption, to explain the NA work requirements to the household.

When NA benefits are approved for initial and recertification applications, or when a change is reported that causes the participant to no longer be eligible for a work exemption, the consolidated work notice, NA Work Requirements (X640) is automatically mailed to the household

IX. Screening for Referral to E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

a) List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program. (Note: *This question is not asking about criteria that may be unique to each provider.*)

The FAA Eligibility Worker will utilize the following State-specific criteria to determine if a referral to E&T is appropriate:

- Would any of the assistance offered by SNAP CAN help to reduce any barriers you have to participate in the program or gaining employment?
- Would any of the services offered by SNAP CAN meet your needs now or in the future?

When the answer to either of these questions is no, the FAA Eligibility Worker will determine the participant ill-suited for E&T and a referral will not be made.

- b) Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

During the initial and recertification interview, or when a change is reported that causes the participant to no longer be eligible for a work exemption, the FAA Eligibility Worker orally discusses the information regarding SNAP CAN components, available reimbursements, and contact information for employment services, as outlined on the FAA-1786A script, with the participant. The FAA Eligibility Worker completes the screening for work registration process outlined in Section VIII. The information used to determine whether a participant has a work registration exemption is obtained from the client and from information and verification contained in the case file. Once it is determined that a participant is exempt from work registration, the FAA Eligibility Worker asks the client whether they would like to volunteer to participate with E&T.

Once the screening for work registration process is completed, the FAA Eligibility Worker will use State-specific criteria to determine whether it is appropriate to refer the participant to E&T when they are either: a work registrant with no exemption; or work registration exempt, but indicate that they want to volunteer to participate with E&T.

When the participant meets a work registration exemption and they indicate that they do not want to volunteer to participate with E&T, no referral is made to E&T.

When the participant meets a federal work requirement exemption, and wants to volunteer with SNAP CAN, the FAA Eligibility Worker screens for appropriateness using State-specific criteria. When the participant answers 'NO' to either criteria, the participant is determined ill-suited for E&T and no referral is made. When the participant answers 'YES' to both criteria, a referral to E&T is determined to be appropriate.

When the participant is determined not to meet a federal work requirement, the FAA Eligibility Worker screens for appropriateness using State-specific criteria. When the participant answers 'NO' to either criteria, the participant is determined ill-suited for E&T and no referral is made. When the participant answers 'YES' to both criteria, a referral to E&T is determined to be appropriate.

- c) *(If applicable)* Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

When a potential participant first interacts with E&T through a service Provider, the Provider staff completes a short assessment of the individual to determine if the Provider's services are a good match for the individual's needs. If there is a good match to the Provider's services, and a spot is available, the Provider confirms with DBME that the individual is a SNAP participant and can participate in E&T. This is done through the Tableau Referral Report.

The FAA Eligibility Worker screens and determines appropriateness of referral during the initial or recertification interview process, when a change is reported that causes the participant to no longer be eligible for a work exemption, or when a participant requests to participate in E&T, as identified in Section IX.b above. The referral is not provided to the SNAP CAN Provider until the participant makes contact with an FAA Eligibility Worker.

- d) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure

individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

During the initial or recertification interview, or when a change is reported that causes the participant to no longer be eligible for a work exemption, the FAA-1786A script is used to inform the participant of available participant reimbursements through SNAP CAN. The X640 notice includes a written explanation of participant reimbursements available through SNAP CAN, and is automatically mailed to the households when at least one member is non-exempt from the NA work requirements. When a participant is determined to have no NA work requirement exemption, or is exempt and indicates they would like to volunteer with E&T, FAA Eligibility Workers apply State-specific criteria, which includes a discussion with the participant as to whether the available participant reimbursements would meet their needs. When the participant answers 'NO', they are determined to be ill-suited for E&T and no referral is made.

Participants are notified again at the time of their evaluation and enrollment in a component by a provider. During intake and assessment, providers explain the SNAP CAN Program, the activities offered, and verbally provide a list of available support services. Items provided are dependent on need and the component, and are supplied at the discretion of SNAP CAN Providers.

X. Referral to E&T

In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.

- a) What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

Arizona operates a voluntary E&T Program. For participants who are determined to be referred to E&T, the FAA Eligibility Worker uses the FAA-1786A during the initial and recertification interview, as well as when a change is reported that causes the participant to no longer be eligible for a work exemption, to explain the components that SNAP CAN offers, along with a website URL that includes contact information for all SNAP CAN Providers in the state, along with the components they offer.

- b) If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

Participants are informed during the initial and recertification process of the available reimbursements. Participants are informed again of what services they may receive at the time of their evaluation and enrollment in a component. Items received are dependent on need and the component, and are supplied at the discretion of SNAP CAN Providers.

- c) After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation, describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

Arizona operates a voluntary, reverse referral E&T Program. Therefore, after it has been determined that a referral to E&T is appropriate, individuals are provided information about how to contact SNAP CAN to receive SNAP E&T services, but they are not obligated to obtain services.

Individuals seek services directly with SNAP CAN Providers without FAA assistance. Once they make contact with a provider and express interest in the provider's program, the SNAP CAN Providers are required to assess participants prior to providing any services. They are then required to confirm eligibility for E&T via the Tableau Report. Once eligibility is confirmed, participants sign an agreement noting that their participation is voluntary, develop an Employment and Career Development Plan (ECDP) with their case manager, and enroll in the provider's E&T Program. The ECDP is the participant's guide through their education, training, and employment. If there is any change to a participant's career goals, a new ECDP is completed and kept on file.

- d) How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

The referral to E&T services is keyed into the AZTECS system by the FAA Eligibility Worker. The information is then transmitted to the JAS system and available to SNAP CAN State staff.

- e) How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

The referral to the E&T services is keyed into the AZTECS system by the FAA Eligibility Worker. A daily report of all referred participants is extracted from AZTECS and provided to the SNAP CAN Providers on the Tableau Referral Report. When a participant requests services from a SNAP CAN Provider, the provider searches the Tableau Referral Report to determine if the participant has been referred for E&T services.

XI. Assessment

As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.

- a) Does the State require or provide an assessment?

Yes (*Complete the remainder of this section.*)

No (*Skip to the next section.*)

- b) If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

Through SNAP CAN, SNAP CAN Providers conduct assessments with participants. DERS provides an ECDP document that may be used to assist with the assessment process.

SNAP CAN Providers are required to assess participants prior to providing any services which includes if the participant is appropriate for their program component and if there is an available spot. Participants sign an agreement noting that their participation is voluntary, and develop an ECDP. The ECDP is the participant's guide through their education, training, and employment. If there is any change to a participant's career goals, a new ECDP is completed and kept on file. The assessment is conducted virtually or in person, depending on the format the SNAP CAN Provider has established.

XII. Case Management Services

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.

- a) What types of E&T case management services will the State agency provide?

Check all that apply.

Comprehensive intake assessments

Individualized Service Plans

Progress monitoring

Coordination with service providers

Reassessment

Other. Please briefly describe: Click or tap here to enter text.

- b) Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

Federal regulations at 7 CFR 273.7 require case management services for all SNAP CAN participants.

Case management services include a comprehensive intake assessment, individualized service plan, progress monitoring, coordination with service providers, reassessment and at least one allowable activity (Chapter 4 (V)(B), Component Activities), assigned to the participant.

SNAP CAN Providers directly oversee the case management of clients. This includes, but is not limited to an initial intake, an ECDP for each client, monthly check-ins and reporting to SNAP CAN staff, adjustments to the ECDP as needed, and 90 day support for clients who gain employment while in SNAP CAN. Providers can communicate with clients regarding their case by phone, text message, email, and in person. The ECDP is used to assist providers with selecting the proper component, classes, training program, etc.

SNAP CAN staff also monitor participation hour requirements as another tool for case management:

- Hours spent participating in case management services must be tracked by the SNAP CAN Provider. The SNAP CAN Provider has flexibility in the method they use to track a participant’s participation hours (i.e. system or tracking sheet).
- For ABAWD participants, the time a participant spends meeting with a case manager will count toward their program participation hours.
- SNAP CAN confirms that all participant reimbursements are in compliance with the federal SNAP E&T regulations.
- Hours enrolled in any component. SNAP CAN staff closely monitor the hour allotments for each component and follow up directly with providers if those hours are exceeded. If a client exceeds their hours for a component, staff will request the client be moved to another component with a greater chance of success.

c) Using the table below, describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

Communication/Coordination with:

SNAP eligibility staff:	Service Providers communicate with FAA Eligibility workers through DBME’s Research and Analysis (R&A) email and the Tableau Referral Report.
State E&T staff:	ADES directly coordinates with service providers and oversees that clients are enrolled in at least one allowable activity. SNAP CAN Providers are required to accurately track and report the activities of participants to internal state staff monthly. This ensures the providers are actively engaging in case management services with each participant on a monthly basis. To make this an efficient administrative process, ADES has given providers a detailed spreadsheet to report client activities. This spreadsheet is reviewed each month and recorded in ADES internal systems. SNAP CAN staff also have quarterly partner meetings, which include all SNAP CAN Providers, in which staff reiterate the importance of case management, provide feedback, and accept questions from third-party providers. In addition, monthly 1:1 meetings are held with each provider to monitor progress with participants and program effectiveness.

Other E&T providers:	<p>A Partner Referral occurs when a SNAP recipient needs services that the SNAP CAN Provider does not provide. Clients can be co-enrolled with multiple providers. This means the SNAP CAN Providers share the same participant within the same calendar month. However, to be eligible for reimbursement, each SNAP CAN Provider must provide a different activity. Duplicated services are not reimbursable. The system import process is coded to only allow one activity/component per month, per provider. There is no reimbursement to a provider if the same component for the same client is submitted in the same month. The duplicated component is placed on an exception report and is not reimbursed.</p> <p>Case management services may also include activities and support services outside SNAP CAN. These services must:</p> <ul style="list-style-type: none"> • Directly support an individual’s participation in SNAP CAN to count towards the individual’s work requirements; and • Only use SNAP E&T funds for allowable components, activities, and participant requirements.
Community resources:	https://211arizona.org

d) Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

SNAP CAN Providers are responsible for providing case management services. These efforts are captured on participant’s ECDP and audited monthly by QAIA to make sure providers are in compliance.

XIII. Conciliation Process (if applicable)

In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.

a) Does the State agency offer a conciliation process?

Yes (Complete the remainder of this section.)

No (Skip to the next section.)

b) Describe the conciliation process and include a reference to State agency policy or directives.

N/A

c) What is the length of the conciliation period?

N/A

XIV. Disqualification Policy for General Work Requirements

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

- a) What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?
- 30 days
 - 60 days
 - Other: Click or tap here to enter text.
- b) For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?
- Yes
 - No
- c) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:
- One month or until the individual complies, as determined by the State agency
 - Up to 3 months
- d) For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:
- Three months or until the individual complies, as determined by the State agency
 - Up to 6 months
- e) For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

- Six months or until the individual complies, as determined by the State agency
 - Time period greater than 6 months
 - Permanently
- f) The State agency will disqualify the:
- Ineligible individual only
 - Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

XV. Good Cause

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.

- a) Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

When a SNAP participant, nonexempt from work requirements, refuses or fails to comply with a SNAP work requirement, the FAA Eligibility Worker must determine whether the participant has good cause for non-compliance. Eligibility staff will use the information provided by the participant and employer as to the reason for a voluntary quit, reduction in work effort, or refusal of a job offer. When information is not readily available in the case file, the FAA Eligibility Worker attempts a collateral contact to the participant and the employer, as needed. When contact cannot be made, the FAA Eligibility Worker will request information needed to complete a Good Cause determination by sending an information request to the household requesting the information be provided within ten calendar days.

- b) What are the State agency's criteria for good cause?

The State determines good cause on a case-by-case basis. The FAA Eligibility Worker must ask clarifying questions to determine if the participant has a good cause reason. The State agency's policy contains good cause reasons that include, but are not limited to, all of the following:

- Circumstances beyond the participant's control, such as illness or the incapacity of another person that requires the presence of the participant, because the distance to the job was unreasonable due to no public or private transportation and too far to walk, or because the commuting time exceeds two hours, not including the time needed to take a child to a child care facility.

- An unanticipated emergency, such as a court-ordered appearance or incarceration that stops a participant from reporting for work, severe weather that stops the participant and other people from going to work, or the lack of adequate child care when the participant is responsible for the care of a child who is between the ages of six and 12.
- The participant's inability to write or speak a language necessary for employment.
- Employer discrimination based on Age, Race, Sex, Color, Handicap, Religious beliefs, National origin or Political beliefs.
- Work demands or conditions that render continued employment unreasonable, such as but not limited to working without being paid on schedule.
- Resignation by a participant under age 60 who is recognized by the employer as retired.
- Quitting a job to accept new employment of similar hours and salary and through no fault of the participant, the job fails to materialize, results in a layoff, works less than 20 hours per week or weekly earnings less than the federal minimum wage multiplied by 20 hours per week.
- Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another, such as migrant farm labor or construction work.
- Employment that is unsuitable. Employment may be suitable at the time a participant accepts a job but becomes unsuitable later. This can occur when the employment is subject to the federal minimum wage laws, weekly earnings or the training wage must be less than the federal minimum wage multiplied by 20 hours per week, or when the employment is not subject to the federal minimum wage laws, weekly wages must be less than 80 percent of the federal minimum wage multiplied by 20 hours per week. The following apply to the job being offered, the job is on a piece-rate basis and the average weekly income that the employee can reasonably be expected to earn is less than 80 percent of 20 hours per week at federal minimum wage.
- The employee is required to join, not join, or quit a labor organization, as a condition of employment.
- The job offered is at a location subject to strike or lockout, unless the strike has been enjoined under the Taft-Hartley Act (Section 208 of the Labor Management Relations Act (29 U.S.C. 178) or an injunction issued under Section 10 of the Railway Labor Act (45 U.S.C. 160). Note: A striker who belongs to a union may not refuse work just because the job offered is non-union.
- When the participant can demonstrate, or it can be determined that the participant is physically or mentally incapable of performing the assigned tasks of the job, has documented medical evidence or reliable verification from other sources as required, that the degree of risk to health and safety is unreasonable, or that the work hours or type of job interferes with the participant's religious convictions, beliefs, or practices.
- When a job is offered in the first 30 days of work registration that is not in the participant's field of experience. After the first 30 days of registration, the participant may be required to accept a job outside the field of experience.
- The SNAP participant was required to leave a job due to accepting other employment of comparable hours or salary or becoming enrolled at least half-time in any recognized school, training program, or institution of higher education.
- The SNAP participant was required to leave a job due to another participant in the budgetary unit that is accepting employment in another city or county that requires the budgetary unit to move, or enrolling at least half-time in any recognized school, training program, or institution of higher education in another city or county.

c) Please describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

Arizona operates a voluntary E&T Program and will not take any negative action, such as disqualifying any SNAP participant, for failure to comply with SNAP E&T services.

XVI. Provider Determinations

In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

- d) Describe the process used by E&T providers to communicate provider determinations to the State agency.

The Provider Determination process begins when a SNAP CAN Provider determines that a SNAP CAN participant is ill-suited for the component they are enrolled in. If ill-suited for the provider's component, the provider can enroll participants in another component in their organization, which will notify a DERS Staff on the monthly PAS report. When the SNAP CAN Provider does not have another appropriate component better suited for the participant, they will complete the Provider Determination form within ten days. On the Provider Determination form, the SNAP CAN Provider provides a description of the situation and information that led them to make the decision that the participant is ill-suited for their component, along with recommendations for next steps based on their assessment. The SNAP CAN Provider is able to attach any additional documentation (eg. incident reports, case notes, etc.) to the Provider Determination form to support their decision. The form is emailed to both DERS and DBME.

DBME's R&A team will document the case file with the Provider Determination request and instructions to reassess the work registration and State-specific criteria at the next recertification. R&A will also upload the Provider Determination form and any additional information provided by the SNAP CAN Provider to the participant's NA case file.

At the next recertification or when the client makes contact with NA eligibility staff, the FAA Eligibility Worker will select the most suitable option of the following:

- Reassess the physical and mental fitness of the individual using NA work requirement exemptions outlined in section VIII.a above and apply State-specific criteria.
- Coordinate with other Federal, State, or local workforce or assistance programs to identify work opportunities or assistance for individuals. This will primarily be accomplished by providing the individual with the toll free number to ARIZONA@WORK, which provides direct connection with various federal and state employment assistance agencies, along with partnering with various community and faith-based employment assistance programs.

When a reassessment is completed, the FAA Eligibility Worker will code AZTECS with the appropriate referral or non-referral code and document the case file with the results of the reassessment. This information is transmitted to the JAS and made available to SNAP CAN Staff.

NOTE: A SNAP CAN Provider redetermination request is not an exemption from SNAP work requirements or ABAWD work requirements.

- e) Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

DERS staff will notify the participant in writing, within ten days of receiving a Provider Determination form, of what a Provider Determination is, the next steps the agency will take as a result of the Provider Determination at their next recertification, confirmation that they are not being sanctioned, contact

information for DBME and the option for the participant to contact SNAP Eligibility if they would like the Provider Determination process to be completed earlier than their next recertification. Additionally, this written notice will include ABAWD information and inform the participant that they will accrue countable months in the next full benefit month unless they fulfill ABAWD work requirements, live in a waived area, or are exempt from ABAWD work requirements.

The participant will be informed of the outcome of a reassessment during the recertification interview, or when contact is made mid-certification to request a reassessment.

XVII. Participant Reimbursements

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

f) Table E.I. Estimates of Participant Reimbursements

<p>I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates for more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	<p>3,053</p>
<p>II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates for more than one month.</p>	<p>629</p>
<p>III. Estimated budget for E&T participant reimbursements in upcoming FY.</p>	<p>\$2,838,891</p>
<p>IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)</p>	<p>\$236,574</p>
<p>V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)</p>	<p>\$376</p>

Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below.

- **Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

g) Table E.II. Participant Reimbursement Details

- a) *The following table should be completed with details that reflect the State agency's policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.*

Arizona Federal Fiscal Year 2024

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Test fees, course fees, books, training materials, supplies, fingerprinting, background checks, driver’s license, registration fees, legal assistance, if allowed & required for E&T	\$3,500 per participant, per year	Third-party Providers	Providers can use their discretion in their method of reimbursement disbursement. This could be prepayment of items, direct reimbursement, or the use of a gift card.
Vehicle repairs, bike purchases	\$1,000 per participant, per year	Third-party Providers	Providers can use their discretion in their method of reimbursement disbursement. This could be prepayment of items, direct reimbursement, or the use of a gift card.
Clothing, personal hygiene, uniforms, grooming, vision and medical or dental if reasonable, necessary, and directly related to E&T	\$1,000 per participant, per year	Third-party Providers	Providers can use their discretion in their method of reimbursement disbursement. This could be prepayment of items, direct reimbursement, or the use of a gift card.
Technology to access and participate in E&T, such as cell phone services, laptop, hotspot	\$800 per participant, per year	Third-party Providers	Providers can use their discretion in their method of reimbursement disbursement. This could be prepayment of items, direct reimbursement, or the use of a gift card.

Arizona Federal Fiscal Year 2024

Child Care	\$300 per participant, per month	Third-party Providers	Providers can use their discretion in their method of reimbursement disbursement. This could be prepayment of items, direct reimbursement, or the use of a gift card.
Emergency one-time Utility/Housing Assistance reasonably necessary to participate in E&T after exhausting all other resources	\$300 per participant, per month	Third-party Providers	Providers can use their discretion in their method of reimbursement disbursement. This could be prepayment of items, direct reimbursement, or the use of a gift card.
Gas card, bus pass	\$100 per participant, per month	Third-party Providers	Providers can use their discretion in their method of reimbursement disbursement. This could be prepayment of items, direct reimbursement, or the use of a gift card.

- b) If providing dependent care, specify payment rates for child care reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

SNAP CAN does not provide dependent care for SNAP E&T participants directly. Instead, the State allows SNAP CAN Providers to reimburse participants up to \$300/per person, per month for child care costs associated with E&T participation. This amount was arrived at after reviewing the 2022 Arizona Child Care Market Rate Survey from ADES. Given that Arizona has an administration dedicated to reducing barriers to employment and program participation through child care, the amount of \$300 per participant per month is intended to close any gaps in obtaining child care and/or to cover emergency child care. Parents, in cooperation with their selected SNAP CAN Provider and the Division of Child Care (DCC), may select a participating child care provider that satisfies applicable state and local requirements, including health and safety requirements.

In addition to seeking services through DCC, SNAP CAN is now partnering with Head Start to provide even more avenues for childcare and early childhood education. In April 2022, the federal government expanded access to Head Start to include SNAP recipients when previously, the income based program was only accessible to those on Supplemental Security Income and TANF. Through this partnership, both our CBO's and community colleges are able to refer clients to Head Start locations in their area. Head Start has also encouraged SNAP CAN providers to assist clients with the application process if needed.

- c) If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

SNAP CAN providers and the state program team rely on the State's DCC to ensure clients, and the state as a whole, are provided with adequate child care. Additionally, because the state operates an entirely voluntary program, SNAP benefits are not impacted by a client's inability to obtain child care for participation in E&T. The SNAP CAN Program's cap of \$300 per participant per month is also intended to cover any emergency child care in the case of family member illness, dependent care facility closures due to COVID, and/or other illness outbreaks, and more.

SNAP CAN providers are also encouraged to develop strong working relationships with the Head Start locations in their area. In FFY 2024, SNAP CAN and Head Start plan to host small events to connect providers and the Head Start locations in their area. Through the intentional building of relationships to reduce barriers for families, all involved will be able to communicate about capacity, waiting lists, requirements, and more.

XVIII. Work Registrant Data

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

- a) Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

DBME takes the total number of SNAP participants and excludes those that are age exempt and those that meet a federal work exemption. The total work registrants for the FFY 2024 are estimated to be 220,042.

Note: SNAP recipients aged 16 or 17 are considered not to have met a federal work requirement exemption when they are the Lead Participant and either of the following apply:

- a. Attending an educational activity at least half-time, as designated by the school; or
- b. Enrolled in an employment training program on at least a half-time basis.

DBME automatically runs a scheduled report, via AZTECS, on midnight on the last working day of September each year, to identify all active work registrants receiving SNAP benefits, by first considering all active SNAP participants and determining, of these participants, which participants do not have a designated federal work registration exemption based on ADES' system coding. The data on Line 1 of the SNAP E&T Program Activity Report (FNS-583) identifies the total number of work registrants receiving SNAP benefits as of October 1 of each FFY.

b) Describe measures taken to prevent duplicate counting.

As indicated earlier, DERS automatically runs an annual, scheduled report to identify all active work registrants. This data is placed into the Food Programs Reporting System and, on a quarterly basis (on the first Saturday of January, April, July and October), a comparison of unique High Level Client Index numbers and Social Security Numbers is made to identify and to exclude a duplicate counting of those individuals already counted in previous quarters. The data on Line 2 of the FNS-583 identifies, on a quarterly basis, the total number of work registrants receiving SNAP benefits for each quarter of the FFY. The total clients for each quarter is an unduplicated count throughout the FFY.

XIX. Outcome Reporting Measures

National Reporting Measures

h) Table E.III. National Reporting Measures

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up questions below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys are used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- a) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

ADES uses AZTECS, the SNAP eligibility system; JAS, the database that collects all information for SNAP E&T services; and the UI Wage GUIDE system.

- b) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

- c) If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency’s plan to move toward using QWR including a timeline for completion.

N/A

State Component Reporting Measures

- d) Check all data sources used for the State-specific component measures.

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)
- State Management Information System. *Indicate the MIS used below.*
- Manual follow-up with SNAP E&T Participants. *Answer follow-up questions below.*
- Follow-up Surveys. *Answer follow-up questions below.*

- e) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

ADES uses AZTECS, the SNAP eligibility system; JAS, the database that collects all information for SNAP E&T services; and the UI Wage GUIDE system.

- f) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

g) If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

N/A

h) If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

N/A

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).

i) Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Supervised Job Search	Percent and number of participants who received SNAP E&T services and are in unsubsidized employment following receipt of those services.	<p>Numerator will include those participants who obtained employment after completing the component during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the number of participants who participated in supervised job search during the period of 10/1/2023 to 9/30/2024.</p>
Job Retention Services	Percent and number of will include those participants who received SNAP E&T services and remain employed in period of 10/1/2023 to 9/30/24 after completion of job retention services.	<p>Numerator will include those participants who obtained employment after completing the component during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the number of participants who participated in job retention</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		services during the period of 10/1/2023 to 9/30/2024.
Job Search Training	Percent and number of will include those participants who received SNAP E&T services and are in unsubsidized employment following receipt of those services.	<p>Numerator will include those participants who obtained employment after completing the component during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the number of participants who participated in job search training during the period of 10/1/2023 to 9/30/2024.</p>
Educational Program, Career and/or Technical Education Programs or Other Vocational Education	Percent and number of will include those participants who received SNAP E&T services for this component and, upon completion of those services, have obtained a certification for the type of vocational training in which they participated.	<p>Numerator will include those participants who obtained a certification after completing the component during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the number of participants who participated in education or vocational education during the period of 10/1/2023 to 9/30/2024.</p>
Educational Program, Basic Education Programs and/or Foundational Skills, GED, Remedial Education	Percent and number of participants who received SNAP E&T Services for this component and obtained GED and/or other educational certificate upon completion.	<p>Numerator will include those participants who obtained a General Educational Development (GED) or other educational certification after completing the component during the period of 10/1/2023 to 9/30/2024.</p> <p>Denominator will include the number of participants who participated in basic education or foundational skills during the period of 10/1/2023 to 9/30/2024.</p>

F. Pledge to Serve All At-Risk ABAWDs (if applicable)

The Act authorizes FNS to allocate \$20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as “at-risk” ABAWDs.

a) Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

- Yes (Complete the rest of this section.)
- No (Skip to Section G: Component Detail.)

j) Table F.I. Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	Check Box
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	<input type="checkbox"/>
The State agency will be ready on October 1 st to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

b) Where will the State agency offer qualifying activities?

- Statewide
- Limited areas of the State (Complete questions c and d below.)

c) Explain why the State agency will offer qualifying activities in limited areas of the State.

- ABAWD waiver for parts of the State
- Will use discretionary exemptions
- Other: Click or tap here to enter text.

d) If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

N/A

e) How does the State agency identify ABAWDs in the State eligibility system?

N/A

f) How does the State agency identify ABAWDs that are at-risk?

N/A

g) When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

N/A

The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

h) What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

N/A

i) What services and activities will be provided outside of SNAP E&T? (List the operating program, such as title 1 of WIOA, services and activities.)

N/A

j) To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. What is the State agency’s plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

N/A

k) Table F.II. Information about the size of the ABAWD population

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	N/A
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	N/A
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	N/A
IV. Number of at-risk ABAWDs averaged monthly? This should be the annual total from line (III) divided by 12.	N/A

l) Table F.III. Available Qualifying Activities

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			N/A
All other programs outside of SNAP E&T			N/A
Total slots across all qualifying activities			N/A

m) Table F.IV. Estimated cost to fulfill the pledge

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	N/A
II. Of the total in (I), what is the total projected administrative costs of E&T?	N/A
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	N/A

k) Explain the methodology used to determine the total cost to fulfill the pledge.

N/A

G. Component Detail

The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency's E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.

Complete the following questions for each component that the State agency intends to offer during the fiscal year.

I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
 - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.

- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative cost

n) Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	<p>Please note: Arizona tracks this activity under (JOB) instead of SJS.</p> <p>This activity is conducted by SNAP CAN Providers and requires the participant to complete their activity while being monitored on their progress. Participants who are work-ready (as determined by an assessment), recently unemployed, or prefer job search to other components will be referred to this activity. The time limit for this component is 12 weeks within 12 months, at 20 hours per week. If a participant reaches the maximum number of hours, their provider is directed to refer the participant to a different component.</p> <p>The State screens provider locations through a service description assessment where State staff determine whether criteria is met. State staff approve provider locations for Supervised Job Search based on (1) skilled staff able to identify labor market needs, (2) access to computers and internet, and (3) the ability to track hours. These three criteria markers are tailored to meet the needs of participants for the purpose of interacting with a provider that has the necessary knowledge and skills to guide and support participants through a successful job search.</p> <p>Supervision of individual or group setting activities take place at SNAP CAN Providers' facilities, in a computer lab/resource room, or virtually through Zoom and other conferencing platforms or systems. (Providers with virtual options can operate through a laptop loaner program which includes providing a hotspot device for internet needs. This is part of the operational/administration reimbursement cost. Providers can cover a</p>

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	<p>monthly internet cost to participants under the Non-TRE reimbursement as well.) Providers have monthly contact with individuals regarding their case and progress.</p> <p>Supervised Job Search may be combined with job readiness or other qualifying components as appropriate.</p>
Direct link	<p>While SNAP CAN Providers are responsible for intake and referral to the correct activity, SNAP CAN staff closely monitors success to ensure supervised job search leads to employment opportunities for individuals enrolled in this activity. On a quarterly basis, IT Staff run a report and pull the number of individuals who were enrolled in and obtained employment through participation in SNAP CAN.</p> <p>Additionally, SNAP CAN Providers turn in a monthly report where they are required to inform SNAP CAN staff of any changes to the employment status of participants.</p> <p>ADES also collects the wage provided and if any benefits are offered, the goal is not just for participants to have a job, but rather have meaningful employment that leads to economic mobility. The component the participant is enrolled in is listed on the same PAS report so SNAP CAN staff can see if individuals are succeeding in Supervised Job Search. Each month and quarter ADES can see exactly how successful each SNAP CAN Provider is with Supervised Job Search.</p>
Target population	SNAP recipients with a recent work history, limited barriers to employment, and/or marketable skills.
Criteria for participation	Participants need to have work-ready skills (as determined by an assessment), recently unemployed experience and computer literacy for job search. Participants will need to feel comfortable with computers/email/fax/telephone, search for job listings, participate in a job club, or secure identification, professional license or certifications.
Geographic area	Statewide
E&T providers	See SNAP CAN Providers List.
Projected annual participation	1,411
Estimated annual component costs	\$1,696,675

O) Table G.II. Non-Education, Non-Work Component Details: Job Search Training

Details	Job Search Training (JST)
Description of the component	<p>Please note: Arizona tracks Job Search Training as REA, instead of the FNS reporting term “JST”.</p> <p>This activity is conducted by SNAP CAN Providers and focuses on assisting participants in preparing to obtain and maintain employment. Skills taught to participants may involve education/training in career exploration and planning, work ethics, personal appearance, resume preparation, job search techniques, and other work-related components.</p> <p>This activity requires an average of 20 hours per week and is limited to 12 weeks in the preceding 12-month period. The 12 weeks do not have to be consecutive. When determining the 12-week limit, one week equals 20 hours. Participation in another allowable component is required upon reaching the 12-week limit. This activity may be combined with the supervised job search component or other qualifying components as appropriate.</p>
Target population	The target population for JST is any individuals receiving SNAP services capable of interviewing for and maintaining employment.
Criteria for participation	Criteria for participation will be determined by each SNAP CAN Provider. Participants' skills require the desire to seek and obtain employment including: LMI, job seeking skills instruction, resume writing, employability assessment, coaching, work ethic training or job placement services. No experience is necessary.
Geographic area	Statewide
E&T providers	See SNAP CAN Providers List.
Projected annual participation	5,024
Estimated annual component costs	\$6,041,174

p) Table G.III. Non-Education, Non-Work Component Details: Job Retention

Details	Job Retention (JR)
Description of the component	Please note: Arizona tracks this Job Retention as JRT instead of the FNS reporting term “JR”.

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	<p>This activity is conducted by SNAP CAN Providers and is offered for a minimum of 30 days to a maximum of 90 calendar days. The State ensures participants are receiving this service by closely monitoring the dates and hours they are enrolled in this component. Each month the provider must report the activities associated with job retention. Only participants who have secured employment during SNAP CAN participation are eligible for Job Retention Services, even when the individual is no longer receiving SNAP. Services are available to participants who are receiving SNAP benefits in the month of, or the month before the beginning of the 90 calendar days.</p> <p>Allowable support services within this activity include clothing, equipment or tools required to do a job, test fees, union dues, licensing and bonding fees, and transportation. Additionally, case management and post-employment counseling/coaching may also be provided.</p>
Target population	Participants who secure employment after participation in SNAP E&T.
Criteria for participation	Participants must be employed and receive at least minimum wage. Required skills and knowledge include the ability to participate in counseling, coaching, case management and participant reimbursements to assist job performance, support employment and increase earnings. Participants need to have the knowledge for services to retain employment including clothing, equipment or tools required to do a job, test fees, union dues, licensing and bonding fees, and transportation.
Geographic area	Statewide
E&T providers	See SNAP CAN Providers List.
Projected annual participation	1,799
Estimated annual component costs	\$2,163,231

q) **Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training**

Details	Self-Employment Training (SET)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A

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Geographic area	N\A
E&T providers	N\A
Projected annual participation	N\A
Estimated annual component costs	N\A

r) Table G.V. Non-Education, Non-Work Component Details: Workfare

Details	Workfare (W)
Description of the component	N\A
Target population	N\A
Criteria for participation	N\A
Geographic area	N\A
E&T providers	N\A
Projected annual participation	N\A
Estimated annual component costs	N\A

II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Not supplanting:** Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
- **Cost parity:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition)

S) Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	<p>Please note: Arizona tracks this activity under (GED and REM), instead of EPB.</p> <p>This activity is conducted by SNAP CAN Providers. Participants may be referred to activities that include adult basic and/or foundational skills instruction to meet employer requirements in the hiring process and to increase participant employability. This includes GED's and basic foundational skills and education. There are no limits for education components established by FNS regulations. The level of effort, depending on the program, should be comparable to spending approximately 12 hours a month up to 24 months. If a reasonable period of basic education does not result in incremental progress, the ECDP will be reviewed and revised as circumstances change to maintain the individual's goals of improving job skills.</p> <p>Basic/Foundational Skills Instruction may be combined with job search, job readiness, or other qualifying components as appropriate.</p>
Target population	Participants lacking a high school diploma with very limited English language skills and/or participants who need written or verbal assistance to meet employer requirements.
Criteria for participation	Experience level is beginner for participants looking for high school or equivalent educational programs, remedial education programs to achieve a basic literacy level, and instructional programs in English as a second language. This includes basic knowledge for instructional training in math, English, computer literacy, or other subjects, which provide direct skills attainment for employability. Necessary for participation include the ability to improve basic skills for employability and have a direct link to employment.
Geographic area	Statewide
E&T providers	See SNAP CAN Providers List
Projected annual participation	202
Estimated annual component costs	\$242,898
Not supplanting	Due to the number and variety of contracted Providers, this is verified during the fiscal and program monitoring process.

	<p>Providers are required to explain in detail how existing educational services are continued and which new services are provided through the use of SNAP CAN funds. This is verified through examining supporting documentation. Participant counts are verified and analyzed in addition to a robust examination of internal controls regarding supplementation.</p>
Cost parity	<p>This clause is included in SNAP CAN Provider contracts, and the Individualized Service Budget approval process coupled with fiscal monitoring ensures relevant training costs (e.g. staff salary, goods and materials, and facilities costs) are all reasonable.</p> <p>Purchasing/procurement processes and a random sample of individual purchases are evaluated to ensure costs are compliant with Federal cost principles at 2 CFR 200. Any tuition/training costs are also verified to align with publicly offered services.</p>

t) Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	<p>Please note: Arizona tracks Vocational Training as VOC, instead of the FNS reporting term “EPC”</p> <p>This activity is conducted by SNAP CAN Providers and includes organized educational and/or training programs that prepare the participant for employment in a current or emerging occupation. Participants may not be assigned to this activity if they already possess self-supporting skills for jobs available in the local community area. Components are provided by educational or training organizations that may include vocational-technical (vo-tech) schools, community colleges, post-secondary institutions, proprietary schools, nonprofit organizations, and secondary schools.</p> <p>Vocational training may be combined with supervised job search, job readiness, or other qualifying components as appropriate.</p> <p>The level of effort, depending on the program, should be comparable to spending a minimum of 12 hours a month up to 24 months. If a reasonable period of vocational training does not result in incremental progress, the ECDP will be reviewed and revised as circumstances change to maintain the individual’s goals of improving job skills.</p>
Target population	<p>Participants with or without a high school diploma or equivalent are able to complete the training program and quickly gain employment.</p>
Criteria for participation	<p>Participants experience required credentials between low-skill adults and livable wage jobs. Participants are required to have knowledge, work history and skills for occupational assessment, entry-level job skills training, customized training, institutional skills training or upgrade training.</p>

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Geographic area	Statewide
E&T providers	See SNAP CAN Providers List
Projected annual participation	904
Estimated annual component costs	\$1,087,027
Not supplanting	<p>Due to the number and variety of contracted Providers, this is verified during the fiscal and program monitoring process.</p> <p>Providers are required to explain in detail how existing educational services are continued and which new services are provided through the use of SNAP CAN funds. This is verified through examining supporting documentation. Participant counts are verified and analyzed in addition to a robust examination of internal controls regarding supplementation.</p>
Cost parity	<p>This clause is included in SNAP CAN Provider contracts, and the Individualized Service Budget approval process coupled with fiscal monitoring ensures relevant training costs (e.g. staff salary, goods and materials, and facilities costs) are all reasonable. Purchasing/procurement processes and a random sample of individual purchases are evaluated to ensure costs are compliant with Federal cost principles at 2 CFR 200. Any tuition/training costs are also verified to align with publicly offered services.</p>

u) Table G.VIII. Educational Program Details: English Language Acquisition

Details	English Language Acquisition (EPEL)
Description of the component	<p>Please note: Arizona tracks English Language Acquisition as ESL, instead of the FNS reporting term EPEL.</p> <p>This activity is conducted by SNAP CAN Providers. Participants may be referred to activities to increase participant employability.</p> <p>This training assists participants in their efforts to be more proficient in the English language. Services/training provided may be in a classroom or through individual tutoring. English language acquisition may be combined with job search, job readiness, or other qualifying components as appropriate. The level of effort, depending on the program, should be comparable to spending approximately 12 hours a month up to 24 months. If a reasonable period of basic education does not result in incremental progress, the ECDP will be reviewed and revised as circumstances change to maintain the individual's goals of improving job skills.</p>

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Target population	Participants lacking a high school diploma with very limited English language skills and/or who need written or verbal assistance to meet employer requirements in the hiring process or for job retention.
Criteria for participation	There are no skills, knowledge, or experience necessary to participate in this component other than the ability to read and write in the client's native language.
Geographic area	Statewide
E&T providers	See SNAP CAN Providers List
Projected annual participation	14
Estimated annual component costs	\$16,834
Not supplanting	<p>Due to the number and variety of contracted Providers, this is verified during the fiscal and program monitoring process.</p> <p>Providers are required to explain in detail how existing educational services are continued and which new services are provided through the use of SNAP CAN funds. This is verified through examining supporting documentation. Participant counts are verified and analyzed in addition to a robust examination of internal controls regarding supplementation.</p>
Cost parity	This clause is included in SNAP CAN Provider contracts, and the Individualized Service Budget approval process coupled with fiscal monitoring ensures relevant training costs (e.g. staff salary, goods and materials, and facilities costs) are all reasonable. Purchasing/procurement processes and a random sample of individual purchases are evaluated to ensure costs are compliant with Federal cost principles at 2 CFR 200. Any tuition/training costs are also verified to align with publicly offered services.

V) Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A

Geographic area	N\A
E&T providers	N\A
Projected annual participation	N\A
Estimated annual component costs	N\A
Not supplanting	N\A
Cost parity	N\A

W) Table G.X. Educational Program Details: Work Readiness Training

Details	Work Readiness Training (EPWRT)
Description of the component	N\A
Target population	N\A
Criteria for participation	N\A
Geographic area	N\A
E&T providers	N\A
Projected annual participation	N\A
Estimated annual component costs	N\A
Not supplanting	N\A
Cost parity	N\A

X) Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Not supplanting	N/A
Cost parity	N/A

III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

y) Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	N\A
Target population	N\A
Criteria for participation	N\A
Geographic area	N\A
E&T providers	N\A
Projected annual participation	N\A
Estimated annual component costs	N\A

Z) Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	N\A
Target population	N\A
Criteria for participation	N\A
Geographic area	N\A
E&T providers	N\A
Projected annual participation	N\A
Estimated annual component costs	N\A

aa) Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	N\A
Target population	N\A
Criteria for participation	N\A
Geographic area	N\A
E&T providers	N\A

Projected annual participation	N\A
Estimated annual component costs	N\A

bb) Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	N\A
Target population	N\A
Criteria for participation	N\A
Geographic area	N\A
E&T providers	N\A
Projected annual participation	N\A
Estimated annual component costs	N\A

CC) Table G.XVI. Work Experience: On-the-Job Training

Details	On-the-Job-Training (WBLOJT)
Description of the component	N\A
Target population	N\A
Criteria for participation	N\A
Geographic area	N\A
E&T providers	N\A
Projected annual participation	N\A
Estimated annual component costs	N\A

dd)Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	N\A
Target population	N\A
Criteria for participation	N\A

Geographic area	N\A
E&T providers	N\A
Projected annual participation	N\A
Estimated annual component costs	N\A

ee)Table G.XVIII. Work Experience: Work-based learning - Other

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	N\A
Target population	N\A
Criteria for participation	N\A
Geographic area	N\A
E&T providers	N\A
Projected annual participation	N\A
Estimated annual component costs	N\A

Subsidized WBL Components

For assistance with developing the State’s E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all of the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	<input type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input type="checkbox"/>

Complete the tables below with information on each subsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to***

offer one of the components in the table, please leave the cells blank. For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Length of time the SWBL will run.** Indicate the maximum number of hours participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

ff) Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

gg)

Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA- SUB)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

hh) **Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T**

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

ii) Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

jj) Table G.XXIII. Subsidized Work Experience: Work-based learning - Other-Subsidized by E&T

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

H. Estimated Participant Levels

Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.

- a) If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

N/A

I. Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)

kk) Table I.I. Contractor/Partner Details

Contract or Partner Name:	GAP Ministries
Service Overview:	The mission statement of GAP Ministries is “Standing in the GAP for those in need to bring help to children, healing to families, and hope to the community.” One in four Tucsonans struggle with poverty. The most recent data available shows Tucson with the second highest poverty rate (19.3 percent) when compared to 12 other United States cities of comparable size. There is a real need in Tucson’s community for rehabilitative programs that address recidivism, drug-abuse, homelessness, or other boundaries to gainful, living-wage employment. GAP Garage Auto Tech Training Program, Warehouse Training Program and Culinary Training Program educates, empowers and rehabilitates at-risk, vulnerable youth and adults who desire to obtain living wage jobs in the Auto Tech Industry and Warehouse Industry. 77 percent of the population served through GAP Culinary Training Program is post-incarceration.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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Contract or Partner Name:	GAP Ministries
Components Offered:	Job Readiness; Supervised Job Search; Vocational Training; and Job Retention.
Credentials Offered:	Culinary; Forklift; and Auto Tech
Participant Reimbursements Offered:	Transportation; and Non-Transportation.
Location:	2025 W. Highway Drive, Tucson, AZ 85705
Target Population:	Homeless, Veterans, Tribal Members, Ex-Offenders and/or Recently Released, and Non-Custodial Parents. Target population includes victims of abuse, repeat offenders, felons, addicts, those who have lost their home, their livelihood, their children and their dignity.
Monitoring of contractor:	Audits: All SNAP CAN Providers are subject to the programmatic and fiscal monitoring requirements of each department program to ensure accountability of the delivery of all goods and services, as required under the Federal Single Audit Act. Evaluations: May assess the quality and impact of contract services, whether in isolation or in comparison with other similar services, and assess SNAP CAN Providers' progress and/or success in achieving the goals, objectives, and deliverables. The Provider shall participate in third-party evaluations relative to contract impact in support of department goals.
Ongoing communication with contractor:	May include Monthly 1:1's; Quarterly Meetings; Yearly Tours; Annual Events; Training; Written notices; and other connections as needed.
Total Cost of Agreement:	\$1,399,336
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

II) Table I.II. Contractor/Partner Details

Contract or Partner Name:	UMOM
Service Overview:	UMOM offers coordinated entry, emergency shelter, rapid rehousing, and permanent supportive housing for individuals in need. UMOM also provides supportive services including navigating childcare, community benefits, job readiness training, employment assessments and career development plans, and tangible resources.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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Contract or Partner Name:	UMOM
Components Offered:	Job Readiness; Supervised Job Search; Vocational Training; and Job Retention.
Credentials Offered:	Food Handler Certificate, Program Certificate of Completion
Participant Reimbursements Offered:	Transportation; and Non-Transportation
Location:	333 East Van Buren Street Phoenix Arizona, 85008
Target Population:	Currently homeless families, singles, and youth.
Monitoring of contractor:	Audits: All SNAP CAN Providers are subject to the programmatic and fiscal monitoring requirements of each department program to ensure accountability of the delivery of all goods and services, as required under the Federal Single Audit Act. Evaluations: May assess the quality and impact of contract services, whether in isolation or in comparison with other similar services, and assess SNAP CAN Providers' progress and/or success in achieving the goals, objectives, and deliverables. The Provider shall participate in third-party evaluations relative to contract impact in support of department goals.
Ongoing communication with contractor:	May include Monthly 1:1's; Quarterly Meetings; Yearly Tours; Annual Events; Training; Written notices; and other connections as needed.
Total Cost of Agreement:	\$1,425,369
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

mm) **Table I.III. Contractor/Partner Details**

Contract or Partner Name:	St. Joseph the Worker
Service Overview:	St. Joseph the Worker offers assistance to homeless, low-income and other disadvantaged individuals in their efforts to become self-sufficient through quality employment
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Job Readiness; Supervised Job Search; and Job Retention
Credentials Offered:	Select certification fees and food handler's license.
Participant Reimbursements Offered:	Transportation; and Non-Transportation.

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Contract or Partner Name:	St. Joseph the Worker
Location:	1125 West Jackson Street Phoenix, Arizona 85002
Target Population:	Homeless, low-income and other disadvantaged individuals.
Monitoring of contractor:	Audits: All SNAP CAN Providers are subject to the programmatic and fiscal monitoring requirements of each department program to ensure accountability of the delivery of all goods and services, as required under the Federal Single Audit Act. Evaluations: May assess the quality and impact of contract services, whether in isolation or in comparison with other similar services, and assess SNAP CAN Providers' progress and/or success in achieving the goals, objectives, and deliverables. The Provider shall participate in third-party evaluations relative to contract impact in support of department goals.
Ongoing communication with contractor:	May include Monthly 1:1's; Quarterly Meetings; Yearly Tours; Annual Events; Training; Written notices; and other connections as needed.
Total Cost of Agreement:	\$1,782,675
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

nn)Table I.IV. Contractor/Partner Details

Contract or Partner Name:	Dress for Success
Service Overview:	To support women (and children) living in poverty, Dress for Success Phoenix offers several services designed to assist unemployed/underemployed women in breaking the cycle of poverty and paving a path to self-sufficiency through five signature programs that help women throughout Maricopa County obtain and retain jobs.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Job Readiness; Supervised Job Search; and Job Retention.
Credentials Offered:	Select certification fees and food handler's license.
Participant Reimbursements Offered:	Transportation; and Non-Transportation.
Location:	1024 E Buckeye Rd #165, Phoenix, AZ 85034
Target Population:	Homeless women, low-income women.
Monitoring of contractor:	Audits: All SNAP CAN Providers are subject to the programmatic and fiscal monitoring requirements of each

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Contract or Partner Name:	Dress for Success
	department program to ensure accountability of the delivery of all goods and services, as required under the Federal Single Audit Act. Evaluations: May assess the quality and impact of contract services, whether in isolation or in comparison with other similar services, and assess SNAP CAN Providers' progress and/or success in achieving the goals, objectives, and deliverables. The Provider shall participate in third-party evaluations relative to contract impact in support of department goals.
Ongoing communication with contractor:	May include Monthly 1:1's; Quarterly Meetings; Yearly Tours; Annual Events; Training; Written notices; and other connections as needed.
Total Cost of Agreement:	\$1,465,934
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

oo)Table I.V. Contractor/Partner Details

Contract or Partner Name:	St. Mary's Food Bank
Service Overview:	The St. Mary's Skills Center provides programs to empower homeless, disadvantaged individuals and families to achieve self-sufficiency through job training, personal development and employment.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Job Readiness; Supervised Job Search; Vocational Training; and Job Retention.
Credentials Offered:	Culinary; Forklift; Select course feeds.
Participant Reimbursements Offered:	Transportation; and Non-Transportation.
Location:	3131 W Thomas Rd, Phoenix, AZ 85017
Target Population:	Homeless, low-income and other disadvantaged individuals.
Monitoring of contractor:	Audits: All SNAP CAN Providers are subject to the programmatic and fiscal monitoring requirements of each department program to ensure accountability of the delivery of all goods and services, as required under the Federal Single Audit Act. Evaluations: May assess the quality and impact of contract services, whether in isolation or in comparison with other similar services, and assess SNAP CAN Providers' progress and/or success in

Contract or Partner Name:	St. Mary’s Food Bank
	achieving the goals, objectives, and deliverables. The Provider shall participate in third-party evaluations relative to contract impact in support of department goals.
Ongoing communication with contractor:	May include Monthly 1:1’s; Quarterly Meetings; Yearly Tours; Annual Events; Training; Written notices; and other connections as needed.
Total Cost of Agreement:	\$1,120,865
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

J. Budget Narrative and Justification

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.

pp) **Table J.I. Direct Costs**

<p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<table border="1"> <thead> <tr> <th>Position Description</th> <th>Avg hourly rate</th> <th>FTE</th> <th>Yearly Salary</th> </tr> </thead> <tbody> <tr><td>AUDITOR 2</td><td>\$23.67</td><td>0.50</td><td>\$24,617</td></tr> <tr><td>BUSINESS ANALYSIS MANAGER</td><td>\$49.39</td><td>0.60</td><td>\$61,639</td></tr> <tr><td>BUSINESS ANALYSIS MANAGER SENIOR</td><td>\$49.65</td><td>0.30</td><td>\$30,982</td></tr> <tr><td>BUSINESS ANALYST</td><td>\$30.24</td><td>1.70</td><td>\$106,929</td></tr> <tr><td>BUSINESS ANALYST SENIOR</td><td>\$37.69</td><td>1.50</td><td>\$117,593</td></tr> <tr><td>CONTRACTS MANAGEMENT SPECIALIST 3</td><td>\$29.63</td><td>0.30</td><td>\$18,489</td></tr> <tr><td>CONTRACTS MANAGEMENT SUPERVISOR 2</td><td>\$34.87</td><td>0.60</td><td>\$43,518</td></tr> <tr><td>DISTRICT PROGRAM MANAGER 1</td><td>\$37.71</td><td>1.00</td><td>\$78,437</td></tr> <tr><td>DISTRICT PROGRAM MANAGER 2</td><td>\$40.41</td><td>1.00</td><td>\$84,053</td></tr> <tr><td>FINANCIAL ANALYST 1</td><td>\$26.97</td><td>0.30</td><td>\$16,829</td></tr> <tr><td>FINANCIAL ANALYST 2</td><td>\$32.26</td><td>0.30</td><td>\$20,130</td></tr> <tr><td>FINANCIAL ANALYST SENIOR</td><td>\$37.44</td><td>0.30</td><td>\$23,363</td></tr> <tr><td>HUMAN SERVICES PROGRAM DEVELOPMENT SPECIALIST</td><td>\$27.05</td><td>1.00</td><td>\$56,264</td></tr> <tr><td>INFORMATION SECURITY ANALYST</td><td>\$24.81</td><td>0.40</td><td>\$20,642</td></tr> <tr><td>OUTREACH COORDINATOR</td><td>\$25.76</td><td>4.31</td><td>\$231,178</td></tr> <tr><td>POLICY ANALYST</td><td>\$29.50</td><td>0.30</td><td>\$18,408</td></tr> <tr><td>PROCUREMENT SERVICES SUPERVISOR</td><td>\$43.80</td><td>0.10</td><td>\$9,110</td></tr> <tr><td>QUALITY ASSURANCE MANAGER</td><td>\$26.43</td><td>0.40</td><td>\$21,990</td></tr> <tr><td>SERVICE DESK ANALYST</td><td>\$23.69</td><td>0.40</td><td>\$19,710</td></tr> <tr> <td>Total</td> <td></td> <td>15.31</td> <td>\$1,003,881</td> </tr> </tbody> </table>	Position Description	Avg hourly rate	FTE	Yearly Salary	AUDITOR 2	\$23.67	0.50	\$24,617	BUSINESS ANALYSIS MANAGER	\$49.39	0.60	\$61,639	BUSINESS ANALYSIS MANAGER SENIOR	\$49.65	0.30	\$30,982	BUSINESS ANALYST	\$30.24	1.70	\$106,929	BUSINESS ANALYST SENIOR	\$37.69	1.50	\$117,593	CONTRACTS MANAGEMENT SPECIALIST 3	\$29.63	0.30	\$18,489	CONTRACTS MANAGEMENT SUPERVISOR 2	\$34.87	0.60	\$43,518	DISTRICT PROGRAM MANAGER 1	\$37.71	1.00	\$78,437	DISTRICT PROGRAM MANAGER 2	\$40.41	1.00	\$84,053	FINANCIAL ANALYST 1	\$26.97	0.30	\$16,829	FINANCIAL ANALYST 2	\$32.26	0.30	\$20,130	FINANCIAL ANALYST SENIOR	\$37.44	0.30	\$23,363	HUMAN SERVICES PROGRAM DEVELOPMENT SPECIALIST	\$27.05	1.00	\$56,264	INFORMATION SECURITY ANALYST	\$24.81	0.40	\$20,642	OUTREACH COORDINATOR	\$25.76	4.31	\$231,178	POLICY ANALYST	\$29.50	0.30	\$18,408	PROCUREMENT SERVICES SUPERVISOR	\$43.80	0.10	\$9,110	QUALITY ASSURANCE MANAGER	\$26.43	0.40	\$21,990	SERVICE DESK ANALYST	\$23.69	0.40	\$19,710	Total		15.31	\$1,003,881
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<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	<p>43.38 percent of direct salary/wages: \$1,003,881 Salary Wages * .4338 = \$435,484</p>																																																																																				
<p>Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.</p>	<p>\$100,000 This includes the total administrative amount allocated to our intermediary subcontractor, PCC, which is funded by 100 percent E&T Admin funds.</p> <p>\$11,147,839 This includes the total administrative costs for 50/50 partnership contracts. All contractors are sub-recipients providing SNAP CAN Program services.</p>																																																																																				
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be</p>	<p>\$88,683</p> <p>This includes postage, copier services, office supplies, telephone, internet, and technology equipment.</p>																																																																																				

Arizona Federal Fiscal Year 2024

purchased with E&T funds.													
Materials: Describe materials to be purchased with E&T funds.	<p>\$5,000</p> <p>This cost is based on budget availability for outreach materials.</p>												
Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.	<p>\$10,000</p> <p>This includes staff travel for the purpose of attending conferences, training sites, Provider locations or events, or other office locations.</p>												
Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.	<table border="1" data-bbox="495 982 972 1178"> <thead> <tr> <th>SNA E&T Office</th> <th>Tucson</th> </tr> </thead> <tbody> <tr> <td>Net Area</td> <td>1,582.78</td> </tr> <tr> <td>Share of Common Area sq. ft.</td> <td>1,769.65</td> </tr> <tr> <td>Total Square Footage</td> <td>3,352.43</td> </tr> <tr> <td>Cost per Square Foot</td> <td>\$17.88</td> </tr> <tr> <td>Annual Cost</td> <td>\$59,955</td> </tr> </tbody> </table>	SNA E&T Office	Tucson	Net Area	1,582.78	Share of Common Area sq. ft.	1,769.65	Total Square Footage	3,352.43	Cost per Square Foot	\$17.88	Annual Cost	\$59,955
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Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	<p>\$0</p>												

a) **Indirect Costs.** Indirect costs (also called overhead costs) are allowable activities that support the E&T program, but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T State plan.

16.15 percent of all direct costs that are not contractual:

\$1,603,003 Direct Program and Administrative costs *.1615 = \$258,885

- b) **Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement).** Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

\$2,838,891